

ARRESTS & CONVICTIONS

PURPOSE

To establish guidelines for taking appropriate action(s) when an employee has been arrested or convicted of crime(s) that could be relevant to employment with the State, including arrest(s) and conviction(s) found in background checks upon promotion, demotion, or transfer from one position or agency to another. These guidelines may also be relevant in determining appropriate action(s) involving the services provided by volunteers and contractors.

SCOPE

This policy applies to all merit and non-merit employees subject to the executive authority of the Governor except employees of the State Police.

STATEMENT OF POLICY

The State is committed to providing the public with qualified staff who possess good character and standards. In conjunction with the policy requiring background checks for state employment, this requirement that employees promptly report arrests and convictions will provide basic safeguards to meet that commitment and assist in maintaining a safe work environment for employees, clients and customers of state agencies.

REFERENCES

IC 35-33-1-5

IC 33-1-13-1

IC 4-13-2-14.7

IC 12-24-3-2

31 IAC 1-10-2

31 IAC 2-12-2

Background Checks for State Employment Policy/R&P

EFFECTIVE DATE October 3, 2007

Supersedes Policy dated June 1, 2003

APPROVAL: _____



Debra F. Minott, State Personnel Director

DATE: _____

October 3, 2007